

**IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY
ADMINISTRATORS
Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063**

Board Meeting Minutes of 7/24/2014

BOARD MEMBERS PRESENT: Heidi Brough Nye - Chair
Ann L Moss
Benjamin E Doty
Kristen E Hyde
Linda L. Simon

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Administrative Support Manager
Lori Peel, Investigative Unit Manager
Maurie Ellsworth, Legal Counsel
Eric Nelson, Board Prosecutor
Marilyn London, Technical Records Specialist

OTHERS PRESENT: Tony Smith, IHCA
Betty Downs

The meeting was called to order at 9:10 AM MDT by Linda Simon.

APPROVAL OF MINUTES

Mr. Doty made a motion to approve the minutes of May 1, 2014 and June 3, 2014. It was seconded by Ms. Moss. Motion carried.

LEGISLATIVE REPORT

Ms. Cory presented a copy of the draft proposed rules for Health and Welfare regarding facility standards. The Board reviewed the draft and did not have any comments on the changes.

FINANCIAL REPORT

Ms. Hall gave the financial report, which indicated that the Board has a negative cash balance of (\$49,348.44) as of June 30, 2014. The Board will be reviewing the fee increase proposal under old business.

CONTRACT RENEWAL

Ms. Hall presented the FY2015 Contract Renewal. Ms. Simon made a motion that the Board approve the FY2015 Contract Renewal and approve the Chair to sign. Ms. Hyde seconded the motion. Motion carried.

DISCIPLINE

Mr. Nelson presented a memorandum regarding case number RCA-2014-9. After discussion, the Board gave recommendations for appropriate discipline.

INVESTIGATIVE REPORT

Ms. Peel gave the investigative report, which is linked above.

FOR BOARD DETERMINATION

Ms. Simon made a motion to approve the Bureau's recommendation and authorize closure in cases I-RCA-2013-23, I-RCA-2013-24, I-RCA-2014-12 and I-RCA-2014-13. It was seconded by Ms. Moss. Motion carried.

OLD BUSINESS

The Board reviewed the To Do List.

PROPOSED FEE RULE

The Board reviewed the proposed fee increase rule. Mr. Doty made a motion to approve the proposed fee rule and submit it to the Governor's Office for the 2015 Legislature. Ms. Moss seconded the motion. Motion carried.

HEADMASTER EXAM

The Board reviewed a letter from Paul Dorrance at Headmaster outlining its proposal for implementing a new testing policy which is outlined below:

- At least 15 calendar days must elapse before an Idaho Facility Administrator exam candidate may retest a second time after failing his/her first attempt.
- Any retest after the first two attempts of the Idaho Facility Administrator exam will require:
 - i. Proof of additional training and/or some form of remediation, and
 - ii. At least 30 calendar days must elapse from the date of the previous test attempt before a candidate may attempt any retests in excess of two attempts.

Ms. Moss made a motion to accept the Headmaster exam proposal. Ms. Hyde seconded the motion. Motion carried.

NEW BUSINESS

EXECUTIVE SESSION

Ms. Hyde made a motion that the Board go into executive session under Idaho Code § 67-2345(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Moss. The vote was: Mr. Doty, aye; Ms. Hyde, aye; Ms. Simon, aye; Ms. Moss, aye; and Ms. Brough-Nye, aye. Motion carried.

Mr. Doty made a motion to come out of executive session. It was seconded by Ms. Simon. The vote was: Mr. Doty, aye; Ms. Hyde, aye; Ms. Simon, aye; Ms. Moss, aye; and Ms. Brough-Nye, aye. Motion carried.

APPLICATIONS

Ms. Hyde made a motion to hold the application pending for applicant 901134112 to complete the experience log form showing 200 hours of supervised experience in an Idaho residential care facility signed by a licensed administrator.

Ms. Hyde made a motion to direct a potential applicant to complete the residential care administrator application and consideration will be given for previous experience. Mr. Doty seconded the motion. Motion carried.

NATIONAL ASSOCIATION TESTING CONTRACT

The Board reviewed the NAB Testing Contract. Ms. Simon made a motion to approve the NAB Contract and authorize the Chair to sign. Ms. Moss seconded the motion. Motion carried.

EXPERIENCE LOG FORM

The Board reviewed the experience log form which is part of the application. Ms. Moss directed the Bureau to make changes to the form as discussed and bring a draft to the next meeting for review. Ms. Simon seconded the motion. Motion carried.

CONTINUING EDUCATION

The Board discussed the continuing education requirements concerning administrators who retake the same online courses each year. The Board may send letters to those who are audited when this problem is detected.

INVESTIGATIVE COST

The Board discussed ways to save on investigative costs on complaints. No action was taken.

NATIONAL ASSOCIATION SPRING MEETING

Ms. Brough-Nye attended the June 4 – 6, 2014 meeting in Louisville, Kentucky. She reported that a discussion point was expanding the roll of administrators. The administrator forum was very informative and each state discussed the issues they are faced with and their procedures.

CONTINUING EDUCATION COURSE

The Board reviewed continuing education training from Kathi Brink, entitled “Administrator Boot Camp.” Ms. Moss made a motion to approve the training for one year. Ms. Hyde seconded the motion. Motion carried.

EXECUTIVE SESSION

Ms. Simon made a motion that the Board go into executive session under Idaho Code § 67-2345(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Hyde. The vote was: Mr. Doty, aye; Ms. Hyde, aye; Ms. Simon, aye; Ms. Moss, aye; and Ms. Brough-Nye, aye. Motion carried.

Ms. Moss made a motion to come out of executive session. It was seconded by Mr. Doty. The vote was: Mr. Doty, aye; Ms. Hyde, aye; Ms. Simon, aye; Ms. Moss, aye; and Ms. Brough-Nye, aye. Motion carried.

APPLICATIONS

Ms. Moss made a motion to hold application 901134356 pending receipt of additional information. Ms. Simon seconded the motion. Motion carried.

Ms. Simon made a motion to hold application 901134488 pending receipt of additional information. Ms. Moss seconded the motion. Motion carried.

Mr. Doty made a motion to approve the application for Tarrin Weber for exam. Ms. Simon seconded the motion. Motion carried.

Ms. Simon made a motion to approve Anthony Johnson for a provisional permit and for taking the exam. Mr. Doty seconded the motion. Motion carried.

NEXT MEETING was scheduled for October 9, 2014 MDT at 9:00 AM.

ADJOURNMENT

Ms. Simon made a motion to adjourn the meeting at 12:35 PM MDT. It was seconded by Ms. Moss. Motion carried.

Heidi Brough Nye, Chair

Ann L Moss

Benjamin E Doty

Kristen E Hyde

Linda L. Simon

Tana Cory, Bureau Chief